

Mail to: Missouri Department of Higher Education
3515 Amazonas Drive
Jefferson City, MO 65109
Fax to: (573) 751-6635

School Name: _____
MDHE School Code: _____
Prepared By: _____
Date: _____

Advantage Missouri Program Update Form

This form should be completed and submitted to the MDHE to report changes affecting any demographic information, original certified loan amounts, scheduled disbursement amounts or disbursement dates, cancellations of original certified loan amounts or scheduled disbursements and/or refunds for a student's Advantage Missouri Program record. If you have questions, please contact the MDHE Information Center at (800) 473-6757.

I. Current Student Name and Social Security Number (SSN)

Information must always be entered when this form is completed by schools.

Student Name: _____ SSN: _____/_____/_____
Last First MI

II. Student Demographic Changes

Information should be reported when the school obtains any student demographic changes.

A. New Name: _____
Last First MI

B. New Social Security Number: _____/_____/_____
C. New Address: _____
Street
City, State, Zip
(_____) _____ - _____
New Phone Number

III. Student Record Transactions

Item 1: Complete when reporting a change in an original disbursement date(s) or a reduction in a scheduled disbursement amount(s).

	Disb #1	Disb #2	Disb #3	Disb #4
New Disbursement Date	_____/_____/_____ Month Day Year	_____/_____/_____ Month Day Year	_____/_____/_____ Month Day Year	_____/_____/_____ Month Day Year
New Disbursement Amount	\$ _____	\$ _____	\$ _____	\$ _____

Item 2: Complete when reporting a cancellation of the original certified award amount, a cancellation of a scheduled disbursement, or returning a refund. Please check the appropriate transaction below (A, B, or C). Please indicate the appropriate disbursement(s) (Disb) in B for which disbursement(s) is being cancelled or in C when a refund(s) amount is being returned to the program.

- A. ☐ Cancel original certified award amount
- B. ☐ Cancel scheduled disbursement as specified below
☐ Disb #1 ☐ Disb #2 ☐ Disb #3 ☐ Disb #4
- C. ☐ Refund

Disbursements	Disb #1	Disb #2	Disb #3	Disb #4
Refund Amount	\$ _____	\$ _____	\$ _____	\$ _____

D. Please check the appropriate box to indicate the reason(s) for any transaction being reported in Item 2.

- ☐ Withdrawn ☐ No need/received other financial assistance
☐ Enrolled less than full time ☐ Other _____
☐ Changed academic program please indicate reason

See page 2 for selected program definitions, policies, and procedures that you may want to refer to for assistance and interpretation when completing this form.

The following are selected citations relating to the program definitions, policies, and procedures that are contained in the Advantage Missouri Program proposed administrative rule, 6 CSR 10-2.140. If your institution does not have a copy of the proposed administrative rule, please contact the MDHE Information Center at (800) 473-6757.

Section (1) - Definitions

- (J) **Grace Period:** A maximum twelve (12) month period between graduation, withdrawal, transfer to a non-participating institution, ceases sufficient enrollment status at a participating institution, or failure to maintain satisfactory academic progress, and the beginning of employment or the date repayment begins.
- (N) **Satisfactory Academic Progress:** Determined by the participating institution's policies as applied to students at the participating institution receiving assistance under Title IV financial aid programs included in the Higher Education Act of 1965, as amended.
- (O) **Designated Program of Instruction or Academic Program:** A certificate or degree program identified by the participating institution and designated by the MDHE where the institution has determined that the program prepares recipients to become employed in a designated high demand occupational area.
- (J) **Financial Need:** The applicant's total cost of attendance for the enrollment period less the applicant's calculated expected family contribution and the total financial resources available to an applicant.

Section (3) - Responsibilities of Participating Institutions

- (B) When the participating institution receives the program funds, the participating institution shall:
 - 1. Determine if the applicant is enrolled full time or half time in a designated program of instruction and making satisfactory academic progress;
 - 2. Deliver the Advantage Missouri funds promptly to the applicant in the amount awarded to that applicant, retaining the portion of the award which the applicant owes for the total cost of attendance to that particular institution;
 - 3. Report any changes in the applicant's enrollment status, graduation date(s), and last known address by promptly completing and returning the enrollment verification reports; and
 - 4. Determine and calculate the amount of refunds based on the refund formula of the participating institution for Title IV student aid programs included in Higher Education Act 1965, as amended.

Section (6) - Grace Period

- (A) A recipient shall be allowed a one-time twelve (12) month grace period before employment or repayment must begin. The grace period shall be the period described in Section (1) (J) of this rule. No extensions of the grace period shall be allowed.

Section (7) - Loan Forgiveness

- (A) One academic year of loan funds shall be forgiven for each year, twelve (12) consecutive months, the recipient is employed full time in the state of Missouri in a designated high demand occupational area.
- (B) The high demand occupational area for a recipient shall be determined at the time the recipient initially receives and accepts funds.

Section (8) - Repayment

- (A) Repayment shall begin at the end of the allowed grace period.
- (C) The first payment shall be made by the recipient no later than the last day of the month immediately following the expiration of the grace period.

Section (10) - Deferment

- (A) A recipient may qualify for an in-school deferment and defer the forgiveness obligations and payment of principal and interest if the recipient pursues a full time course of study at an accredited educational institution.
 - 1. A Request for Deferment Form must be completed by the recipient and the educational institution must verify the student's enrollment status in order to qualify for the in-school deferment.
 - 2. The beginning date for the requested deferment is the date the recipient begins attending as a full time student. The deferment can continue for any length of time, as long as the recipient remains enrolled at an educational institution on a basis that meets the previously stated eligibility requirements.
 - 3. A Request for Deferment Form must be completed for each academic year the recipient is enrolled as a full time student and requests a deferment.